

Bojanala District

Road Superintendent x2
Salary: R321 543 per annum (SL08)

• Ref no: Boj 01/2022 • Centre: Brits x1, Swartuggens Roads Service Points x1, (Bojanala)

Requirements: Qualification and Experience: • National Senior Certificate plus National Diploma or equivalent qualification (NQF level 6) in Civil Engineering or Construction Management • Six (6) years' work experience in roads maintenance/construction environment • A valid driver's license.

Knowledge: • Knowledge and understanding of record keeping and documents management, Public Service Act, Cat B, PFMA, OHS materials standards, Roads and bridges specifications and other HR related matters.

Skills: • Computer literacy with applications of (MS Microsoft Suite, Power Point, Access and Excel) • Planning and Organising • Good verbal and written communication skills • Interpersonal Relations • Flexibility • Teamwork • Accuracy • Aptitude of figures.

Duties: • Monitor the maintenance and repair of road surfaced such as resurfacing interval, culvert/bridge replacement, line painting, and replacement of signs, grade and resurface gravel on loose top roads • Develop maintenance schedules for assets (roads, plant, equipment etc.) • Plan and prepare a weekly and monthly site programme • Provide technical advice on claims against the Department • Monitor and check the quality of work done by contractors/maintenance team • Manage and develop staff.

Enquiries: Mr GS Matau, tel. (087) 086 6131

Assistant Director: Supply Chain Management

Salary: R382 245 per annum (SL 09)

• Ref no: Boj 02/2022 • Centre: District Office x1, (Bojanala)

Requirements: Qualification and Experience: • National Senior Certificate plus National Diploma/Degree in Supply Chain Management or equivalent qualification in Finance with the relevant field • Minimum of 3 years' substantial administrative work experience in Supply Chain Management with 2 years' at a supervisory level in Supply Chain Management or Asset Management field • A valid driver's license.

Knowledge: • Thorough knowledge of WALKER/BAS systems, Asset Management System, Good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management prescripts • Preferential Procurement Act of 2000 • Occupational Health and Safety Act (OHSA).

Skills: • Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) • Presentation and report writing • Good verbal and written communication skills • Planning and Organisation • Interpersonal Relations and Analytic skills • Teamwork.

Duties: • Manage Demand and Acquisition Management unit • Manage Logistical Management unit • Inventory Management and Physical Verification of Fleet • Update asset register and personalised file of tools • Acquisition and Disposal of assets • Loss Control Management and management of the component • Manage and develop staff.

Enquiries: Mr SS Masango, tel. (087) 086 5835

Head Office

Assistant Director: HRD Planning

Salary: R382 245 per annum (SL 09)

• Ref no: H/O 08/2022 • Centre: Head Office - Mahikeng

Requirements: Qualification and Experience: • National Senior Certificate plus National Diploma/Degree in Human Resource Development/Management • Three (3) years' to five (5) years' relevant work experience in Human Resource Development with 2 years' as a supervisory level relevant field • A valid driver's license.

Knowledge: • Knowledge and understanding of Human Resource Development legislations, prescripts and directives • Knowledge of conducting training needs analysis/skills audit • Knowledge of developing and implementing Workplace Skills Plan • Good understanding of PFMA, Public Service Act and Regulations, Occupational Health and Safety Act (OHSA).

Skills: • Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) • Presentation and report writing skills • Good verbal and written communication skills • Planning and Organisation • Interpersonal Relations and Analytic skills • Teamwork.

Duties: • Conduct training needs analysis (Skills Audit), develop WSP, serve as the Departmental Skills Development Facilitator, Implement Artisan Development Programme • Ensure training and development interventions are executed accordingly • Provide guidance during HRD training and awareness sessions, consolidate and provide inputs into HRD policy development and amendments • Manage the implementation of HRD policy and strategy in the Department • Ensure compliance to Skills Development Legislation • Manage and develop staff.

Enquiries: Ms M Tembe, tel. (018) 388 4253

Senior OD Practitioner

Salary: R321 543 per annum (SL 08)

• Ref no: H/O 09/2022 • Centre: Head Office - Mahikeng

Requirements: Qualification and Experience: • Grade 12/Matric plus National Diploma/Degree in Management Services/Work Study/Operations Management/Industrial Psychology/Human Resource Management/Public Administration/Public Management with 1-2 years' experience in a role relating to organisational development • A valid driver's license.

Knowledge: • Sound knowledge of the Public Service Act, Public Service Regulations, Batho-Pele Principles • Job Description guide, Job Evaluation policy and Job Evaluation System (Equate System), Operations Management Framework, CORE, Labor Relations Act, Knowledge of PERSAL, Knowledge of SOP mapping systems (e.g Visio, Bizarge)

Skills: • Computer Literate: MS Word, Excel, PowerPoint, VISIO, Internet • Report writing & Researching Skills • Interpersonal and analytical thinking skills • Good communication skills (Verbal and Written) • Project Management Skills • Ability to work in a team and individually and under pressure • Time management skills (organising, coordinating and planning) • Good analytical skills.

Duties: • Facilitate, review, redesign and maintain departmental organisational structure • Develop and (re) design of Job Descriptions/Profiles • Implement Collective Agreements on grade progression • Participate in Job Evaluation and implement outcomes • Conduct Business Process Management through the development and mapping of Standard Operating Procedures • Assist with change management and service delivery mechanisms • Supervision of staff/Subordinates.

Enquiries: Ms BL Nkopo, tel. (018) 388 4250

Assistant Director: External Communications

Salary: R382 245 per annum (SL 09)

• Ref no: H/O 13/2022 • Centre: Head Office - Mahikeng

Requirements: • National Senior Certificate (Grade 12) plus A SAQA recognised Bachelor's Degree or National Diploma (NQF 6) in Communication or an equivalent qualification • Three (3) years' work experience in a communications environment of which two (2) years' should be at a supervisory level • A valid driver's license.

Knowledge and Attributes: • Knowledge of Government processes and relevant Legislations • Ability to work long hours • Ability to travel and work outside the office • Ability to gather and analyse information • Ability to work with diverse personalities and to resolve conflict • Ability to work under pressure • Candidate must be willing to work irregular hours.

Skills: • Excellent interpersonal and presentation skills • Computer literacy and use of standard software packages • Co-ordination Skills • Conflict resolution • Problem solving skills • Project Management • Leadership and Presentation, Ability to interpret and apply policy • Analytical • Innovative thinking and Research skills.

Duties: • Provide external communications support • Prepare and disseminate media statements/media alerts • Conduct media monitoring and analysis and recommend remedial actions • Provide general communication support • Provide photographic services for the departmental events/projects • Write articles and take photographs for internal and external newsletters • Assist in the management and updating of departmental social media platforms • Manage the live stream of departmental events on social media platforms.

Enquiries: Ms M Tong, tel. (018) 388 1412

Deputy Director: Strategic Planning

Salary: R744 255 per annum (SL 11)

• Ref no: H/O 17/2022 • Centre: Head Office - Mmabatho

Requirements: • National Senior Certificate plus an appropriate National Diploma (NQF level 6) or Bachelor's Degree (NQF level 7) in Public Management & Governance/ Public Administration/Social Science/Human Science or relevant qualification as recognised by SAQA • Minimum of three (3) to five (5) years' experience in strategy, governance, policy and, strategic and operational planning management of which three (3) years' should be at Assistant Director Level • A valid driver's license.

Knowledge: • Knowledge of the functional responsibilities of the Department and relevant legislation are essential • Knowledge of government planning policies and frameworks • Knowledge of Strategic reporting • Public Service Act, 1994 • Public Service Regulations 2001 • Public Finance Management Act, 1999 and Treasury regulations.

Skills: • Good project management, financial, analytical and strategic thinking skills • Planning and policy co-ordination • Communication and strong interpersonal skills will be a prerequisite • Computer literacy • Project Management • Presentation skills • Report writing and analytical skills • Communication skills.

Duties: • Manage and coordinate departmental strategic planning process, and co-ordinate the development and maintenance of strategic policy frameworks, and Service Delivery Improvement Plan of the Department • Manage the development of Strategic Plans, Annual Performance Plans, and Operational Plans • Manage the development and implementation of departmental planning systems and procedures • Provide guidance to the department on planning processes, policy review & development, and implementation of policies • Participate in the departmental and provincial government planning processes • Participate constructively in the component and departmental meetings as required • Provide support during audits of performance information • Participate and manage the co-ordination of the development of departmental plans and policies • Participate in departmental and sector forums relating to performance management • Manage the co-ordination and interaction with other departments and stakeholders on aspects of work/issues related to the Public Works and Transport mandate • Manage subordinates according to public service human resource policies and regulations.

Enquiries: Ms H Pretorius, tel. (018) 388 1254

Assistant Director: Strategic Planning

Salary: R382 245 per annum (SL 09)

• Ref no: H/O 18/2022 • Centre: Head Office - Mmabatho

Requirements: • National Senior Certificate plus an appropriate National Diploma (NQF level 6) or Bachelor's Degree (NQF level 7) in Public Management & Governance/Public Administration/Social Science/Human Science/Business Management or relevant qualification as recognised by SAQA • Minimum of two (2) to five (5) years' experience in strategy, governance, policy and; strategic and operational planning management of which two(2) years' should be at Supervisory Level • A valid driver's license.

Knowledge: • Knowledge of the functional responsibilities of the Department and relevant legislation are essential • Knowledge of government planning policies and frameworks • Knowledge of Strategic reporting • Public Service Act, 1994 • Public Service Regulations 2001 • Public Finance Management Act, 1999 and Treasury regulations.

Skills: • Good project management, financial, analytical and strategic thinking skills • Planning and policy co-ordination • Communication and strong interpersonal skills will be a prerequisite • Computer literacy • Project Management • Presentation skills • Report writing and analytical skills, communication skills.

Duties: • Facilitate and co-ordinate operational and strategic planning processes: • Facilitate the development of departmental strategic plan, annual performance plan and operational plans • Provide technical support in the compilation of strategic plan, annual performance plan and operational plan • Check alignment of the budget with strategic plan • Incorporate the departmental service delivery improvement plan into the strategic plan of the Department • Facilitate printing and binding of departmental strategic plan • Co-ordinate the distribution of departmental strategic plan to the entire departmental staff • Facilitate the development and implementation of service delivery improvement plans and initiatives • Co-ordinate the development of service delivery improvement plan • Monitor implementation of the service delivery improvement plan • Develop a service delivery improvement plan implementation report and facilitate its submission to the Office of the Premier • Liaise with line function programs to identify key services that needs to be prioritised for the Service Delivery Improvement • Manage subordinates according to public service human resource policies and regulations.

Enquiries: Ms H Pretorius, tel. (018) 388 1254

Senior Administrative Officer: Policy Research and Development

Salary: R321 543 per annum (SL 08)

• Ref no: H/O 19/2022 • Centre: Head Office (Mmabatho)

Requirements: • National Senior Certificate plus an appropriate National Diploma (NQF level 6) or Bachelor's Degree (NQF level 7) in Public Management/Public Administration • Minimum of two (2) to three (3) years' experience in in the field of research; policy development; compliance management and or project management of which two (2) years' should be at Supervisory Level • A valid driver's license.

Knowledge: • In-depth knowledge of the public service and relevant legislation and policy prescripts • With specific reference to the Public Service Act & Regulations, Public Finance Management Act.

Skills: • Research methods and tools, analytical skills and ability to interpret collected data • Computer literacy • Report writing and power-point presentation skills • Should have good interpersonal relations and team-worker, excellent communication skills, ability to be flexible and responsive to the demands of the work environment.

Duties: • Support coordination of implementation of research & project evaluation activities within the Department • Facilitate stakeholders' meetings/workshops on issues related to the Sub-Directorate mandate • Participate in the Research Working Groups including other Committees in terms of the delegated responsibilities • Liaise with Programme Managers in identifying projects for research/evaluation • Ensure timeous capturing of monthly and quarterly status reports with regard to research projects conducted by the Department • Responsible for administrative duties within the Sub-directorate.

Enquiries: Ms H Pretorius, tel. (018) 388 1254

Kenneth Kaunda District

Assistant Director x1

Salary: R382 245 per annum(SL 09)

• Ref no: KK02/2022 • Centre: Human Resource Development: Labour Relations (Potchefstroom)

Requirements: Qualifications and experience: • Grade 12 certificate and Diploma/Degree in Labour Relations/ Human Resource Management with 5 years' relevant experience • A valid drivers' license • Persal experience would be an added advantage.

Knowledge: • Interpretation of policies and procedures such as Public Service Act, Public Service Regulations, Skills Development Act, Labour Relations Act, Performance Management Development System, Public Finance Management Act • Public Service Resolutions • EPWP and Dispute Resolution.

Skills: • Computer literacy • Ability to work under pressure • Supervisory skills • Problem solving skills • Negotiation skills • Communication skills • Good interpersonal relations • Report writing skills • Ability to interact with stakeholders on various levels • Presentation skills.

Duties: • Supervise, evaluate and development of personnel in the unit • Promote sound Labour Relations through adherence to applicable Labour Relations legislation • Management of all Labour related matters in the district and compile management reports • Undertake investigations, disciplines and grievance management • Organise hearings and compile reports • Ensure finalisation of all misconduct cases • Give guidance and training on labour directives • Represent the District on Labour Forums • To compile and submit monthly, quarterly and annual reports to supervisor • Compile PMDS documents for managed • Discipline management • Ensure Occupational Health and Safety compliance • Supervision.

Enquiries: Ms C Hlabatau, tel. (018) 492 0283

Artisan Foreman Grade A x3

Salary: R308 826 per annum (OSD)

• Ref no: KK03/2022 • Centre: Buildings: Witrand Hospital x1, Potchefstroom Hospital x1, Klerksdorp Hospital x1

Requirements: Qualifications and experience: • Appropriate Trade Test Certificate as a Fitter/Electrician or Plumber • Must be conversion with boiler operation • Boiler Operators certificate added advantage • A valid driver's license • At least five (5) years' experience post qualification experience.

Knowledge: • Technical analysis knowledge • Computer – aided technical application • Knowledge of legal compliance and Boiler operations • Technical report writing • Production process knowledge and skills • Knowledge of Health and Safety Act.

Skills: • Problem solving and analysis • Decision making • Team work • Analytical skills • Creativity • Self management • Customer focus and responsiveness • Communication • Computer skills • Planning and organising • Conflict Management.

Duties: • Perform and/or supervise operation and maintain services • Supervise and produce design according to client specification and within limits of production capability • Produce objects with material and equipment according to job specification and recognised standards • Quality assurance of produced objects • Inspect equipment and facilities for technical faults • Repair equipment and facilities according to standards • Test/repair equipment according to specification • Service equipment and facilities according to schedule • Quality assure serviced and maintained equipment and facilities • Update register of maintained and repaired faults • Obtain quotations and purchase required equipment and material • Compile and submit reports as required • Provide inputs to the operational plan • Ensure adherence to safety standards, requirements and regulations • Supervise and mentor staff • Compile work plans and evaluate subordinates in terms of Performance Management Development System • Ensure OHS compliance • Continuous individual development to keep up with new technologies and procedures • Research/literature studies on technical/engineering technology to improve expertise.

Enquiries: Mr OD More, tel. (018) 492 0516

Control Works Inspector x1

Salary: R477 090 per annum (SL 10)

• Ref no: KK04/2022 • Centre: Buildings – Electro/Mechanical – Potchefstroom

Requirements: Qualifications: • A National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the building environment or Registration as an Engineering Technician • A valid driver's license.

Experience: • Six (6) years' appropriate experience • Experience in social facilitation, community and stakeholder liaison (clients/stakeholders) • Experience in conflict management.

Knowledge: • Public Service Act • Public Service Regulations • Labour Relations Act • Public Service Resolutions • Public Service Delivery Documents • Performance Management Development System • Construction Manual • Ribbon Development Act • Public Finance Management Act • Occupational Health and Safety Act.

Skills: • Numeric • Good communication and interpersonal relations • Analytical and problem solving • Negotiations and conflict resolution • Creative and innovative • Ability to work independently and under pressure • Ability to interact with stakeholders on various levels • Sound report writing • Presentation skills.

Duties: • Manage process for identification of needs, new services and requirements for minor new work and repairs to existing work • Facilitate, co-ordinate and control implementation of new works, renovations and maintenance • Ensure relevant project documentation for new and existing structures is compiled • Manage activities of contractors and consultants • Gather and submit information in terms of extended Public works Programme • Supervise, evaluate and develop personnel in the division • Ensure the implementation of the Performance Management Development System • Ensure compliance to Public Finance Management Act (PFMA) • Maintain discipline within the division.

Enquiries: Mr OD More, tel. (018) 492 0516

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

Compliance: The Application must be fully completed and that is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialed and dated to be considered, is obtainable at any National or Provincial Departments, www.gov.za. The new Z83 Form must be accompanied by a recent updated and comprehensive curriculum vitae with competencies and experience, including three (3) names of contactable referees; Copies of all required qualification(s), including Grade 12 Certificate or equivalent; and all applicants with tertiary qualification(s) must be accompanied by copies of academic record/ transcript(s); attached ID copy. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).

Applicant previous information for background checks/reference checks about the high school/college/university/ employment records will be verified through referees. Applicants need not to submit certified documents. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents, faxed, e-mailed applications will not be accepted or considered. All qualifications will be verified.

The successful candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. Applications should be forwarded in time, since any applications received after the closing date will, as a rule not be accepted.

It will be expected of candidates to be available for interviews selection on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. Applicants must indicate the Post, the Center and the Reference number on the Z83 Form application.

The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post(s) must direct their enquiries to the relevant person indicated.

NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

All applications for Dr KK District must be forwarded to the following address indicated: **Head of District (District Manager), Public Works and Roads, Private Bag x918, Potchefstroom, 2520 or Hand deliver-Registry Office, 131 Kruis Street, Potchefstroom. For attention: Deputy Director – HR Administration, Ms SK Maiphetlho.**

All applications Dr Bojanala District must be addressed to: **Human Resource Management, Department of Public Works and Roads, Private Bag x82063, Rustenburg, 0300 or Hand deliver to Office No. 1697, Zendeling Street, Waterfall Avenue, Old Industrial Site, Rustenburg, 0300. For Attention: HR Management - Ms P. Selekol.**

All applications for Head Office must be addressed to: **Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, 2735. For Attention: HR Recruitment - Mr. M.E Khauoe.**

Closing Date: 22 July 2022
(Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)

